

Town of Paonia, CDOT and SGM Meeting minutes

25364 – Town of Paonia – Safe Pathways for Paonia Project

Date: July 13, 2023

Meeting Attendees:

Mary Bachran – Town of Paonia Mayor
Stephan Wynn – Town of Paonia Town Manager
Cory Heiniger – Town of Paonia Public Works
Neysa Birmingham – CDOT
Mark Rogers – CDOT
Mike Konn – CDOT
Medora Bornhoft – CDOT
Brandyn Bair – SGM
Scott Forrester – SGM
Ashley Cline – SGM

Action Items:

- 1) SGM will complete the project plan set initially designed by Odyssey in 2018.
- 2) SGM will need to complete a SUE investigation.
- 3) The Town/SGM to follow up with Mike K. CDOT to schedule the DSR/FIR meeting asap. It currently takes 6 to 8 weeks to get a DSR/FIR meeting scheduled. The relevant project plan set/specifications/Project Specials etc. are to be submitted to Mike K. one month prior to the FIR (30%) or FOR (90%) meetings for distribution to the CDOT review team.
- 4) Discussion regarding a ROW parcel within the project area that is Delta County owned. The Town is in talks with Delta County to transfer ownership of the parcel to the Town. The Town shall have sole ownership of all property within the project area.

Notes:

- 1) SGM need the project Geotech report.
- 2) SGM to provide a project schedule including milestones and any critical path elements.
- 3) No ETA was given by SGM as to when the construction plan set/specifications/documents will be ready for a FIR meeting.
- 4) The 25364 – Town of Paonia – Safe Pathways for Paonia Project is a **Construction Only** project.
- 5) The Town will **not** be seeking Design reimbursement.
- 6) **Cash match is required from the grant funding for this project. No In-Kind match is allowed.**
- 7) The project will need to follow the CDOT process, FIR/FOR/PS&E/ROW/Environmental etc.
- 8) The project is to be designed in accordance with current CDOT Standards and Specifications
- 9) Town/SGM to identify all (TCE/PE) ROW impacts associated with the project. ROW acquisition can significantly impact a project's schedule.
- 10) Monthly Prime (General) contractor Pay Applications and Grant Reimbursements by the Town are required
- 11) ROW – Follow the Uniform Act
- 12) The Local Agency (Town/consultant) drives the project schedule
- 13) Additional note not brought up in the project meeting. All ADA elements within the project design/construction shall be PROWAG compliant.

Meeting Date: 10/10/2023 2:00 PM

Notes and attendees from meeting in Blue Text

Invited Attendees:

Brandyn Bair	SGM-PM	<input checked="" type="checkbox"/>	Stefen Wynn	Paonia – Town Admin	<input checked="" type="checkbox"/>
Ashley Cline	SGM-Design PM	<input checked="" type="checkbox"/>	Cory Heiniger	Paonia – Public Works	<input checked="" type="checkbox"/>
Andy Antipas	SGM-Enviro	<input checked="" type="checkbox"/>			<input type="checkbox"/>
Michael Morrison	SGM-Transpo	<input checked="" type="checkbox"/>			<input type="checkbox"/>
Karl Schoenbrunn	SGM-SUE	<input type="checkbox"/>			<input type="checkbox"/>

Agenda

Status Report:

Discipline	Staff	Update
PM	Brandyn	<p>Confirmed with Nesya at CDOT (Revitalizing Main Streets Planner) that there is no deadline associated with the funding the town received.</p> <p>Had discussion with Mike Konn and set up combined DS&R and FIR combined meeting for January 10th 2024. Everyone should have received an invite. Please invite whomever else you would like to attend that meeting.</p> <p>Project Schedule – FIR Submittal – December 7th DSR/FIR Meeting – January 10th, 2024</p> <p>*FOR/PS&E dates subject to change based on ROW acquisition process with County.</p> <p>Send Meeting Minutes out via email.</p>
SUE	Karl	<p>Completed field work week of September 11th.</p> <p>Information processed and in utility base map.</p> <p>In need of further information about the existing storm sewer system. Need to determine if line connects all the way to the north and where it outfalls.</p> <p>Gas line extremely shallow. Likely will need to be relocated / buried deeper as a result of this project. (Black Hills)</p> <p>Black Hills cost or project cost? Town does have a franchise fee. Cory would rather not have utilities under the roadway. Not under hard surfacing if at all possible.</p>

**TOWN OF PAONIA - 5th STREET REALIGNMENT
PROGRESS MEETING**



		<p>If someone from Paonia could get it cleaned or camera'd that would be helpful.</p>
Environmental	Andy	<p>Initiated work with Alpine Archeology to perform CDOT required cultural assessment. On their field schedule for November.</p> <p>Beginning CDOT Environmental Checklist. Should be done at the end of November.</p> <p>SGM environmental site visit done in September.</p> <p>US Fish and Wildlife services – project site shouldn't be an issue with threatened or endangered species.</p> <p>May need a nesting bird survey if impacts to vegetation are significant. About a dozen nesting birds in vicinity.</p> <p>Shouldn't be significant impacts to vegetation.</p>
Roadway	Michael/ Ashley	<p>Please confirm – Lane Widths – 13-feet (Grand), 12-feet (5th), 18-feet (4th) Parking Lane Widths – 6.5-feet Town agrees with on street parking being formalized. Curb and Gutter Width – 2.5-feet barrier curb Sidewalk Width – 5-feet (4-feet on south side of 5th) Valley Pan Width – 4-feet</p> <p>Used minimum grade of 1.0%.</p> <p>SGM will create a design criteria spreadsheet for confirmation from the Town.</p> <p>Created alignments for Main Street, 5th Street and 4th Street. Added valley pans across 4th and 5th Street.</p> <p>Questions for the Town –</p> <ol style="list-style-type: none"> 1. Would the Town like to formalize on street parking? Parallel parking along west side of road. Yes, driveway cut length of Bread Works Building 2. Does Town want mountable curb at driveways or driveway cuts? SGM to come up with proposed design for curb after looking into drainage further and present to business / homeowners. <p>Send proposed design of Wilmore frontage for Town to get approval.</p>

**TOWN OF PAONIA - 5th STREET REALIGNMENT
PROGRESS MEETING**



		A lot of driveway cuts may be ineffective, may want one larger driveway cut. Pending where drainage goes and what flows look like.
Utilities		Need for any water line replacement as part of the project? 4 th Street replacement - would be nice to get valves out of valley pans. Line runs east/west down 4 th Street. Relocation to get valves out of valley pans + under any new pavement.
Drainage	Michael	Intersection with 4 th and Grand has water ponding issues that need to be addressed. Does the Town have any drainage reports of the area? Not that the Town knows of. Town doesn't have any LiDar information. Kris (Wilmore) might have something. SGM to delineate basins and size pipes accordingly. Proposed storm sewer will be replaced in largely the same location.
Geotech	Ground	Ground completed field investigation week of September 11 th . Questions from Ground – 1. Does the Town have any traffic information for Grand Avenue? Not that the Town is aware of. Not the main truck route into town. Majority of deliveries come from Samual Wade. Agg trucks come through. 2. Does the Town want to reconstruct roadway with asphalt? Or is concrete an option as well? Asphalt likely. May be interested in concrete, knowing it is more expensive. Town to walk site to determine. Traffic Counts?
Survey/ROW	Witmore	Received survey information from Witmore. May need front face of buildings or trees surveyed. Could also just field verify with a site visit from SGM. TBD.
CDOT		
Other		County ROW acquisition process. Discussion – Meeting with County – acquired school's ROW. Question from County – they want to give right of entry, and not right-of-way. Is that okay with CDOT?

**TOWN OF PAONIA - 5th STREET REALIGNMENT
PROGRESS MEETING**



		Reasoning given – land grant to County from State. Can't give it up. SGM to put email together to CDOT and copy Town.
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Discussion Items:

- 1.

Schedule:

Deliverable	Date	To	By / Lead
FIR Plan Submittal	12/7/23	Town / CDOT	SGM
DS&R + FIR Meeting	1/10/24	--	CDOT

Action Items:

Item #	Description	Date	By / Lead	Status
1.	Cory too coordinate cleaning and/or videoing of existing storm drainage line.	By Nov 7 th Meeting	Cory/Town	
2.	Ashley to check in with CDOT about right-of-entry vs right-of-way acquisition with County	ASAP	Ashley/SGM	
3.				

Issues to Resolve/Add:

Item #	Description	Assigned To
1.	How Storm Sewer System connects/outfalls.	SGM/Town
2.		

Next Meeting is November 7th @ 2:00 PM. First Tuesday of every month? Town is okay with that.

Would be nice to have monthly progress meetings to make sure we're on the same page.

Meeting Date: 11/08/2023 3:00 PM

Notes and attendees from meeting in Blue Text

Invited Attendees:

Brandyn Bair	SGM-PM	<input checked="" type="checkbox"/>	Stefen Wynn	Paonia – Town Admin	<input checked="" type="checkbox"/>
Ashley Cline	SGM-Design PM	<input checked="" type="checkbox"/>	Cory Heiniger	Paonia – Public Works	<input checked="" type="checkbox"/>
Andy Antipas	SGM-Enviro	<input type="checkbox"/>			
Michael Morrison	SGM-Transpo	<input checked="" type="checkbox"/>			
Karl Schoenbrunn	SGM-SUE	<input checked="" type="checkbox"/>			

Agenda

Status Report:

Discipline	Staff	Update
PM	Brandyn	<p>Project Schedule – FIR Submittal – December 7th DSR/FIR Meeting – January 10th, 2024</p> <p>On track for FIR submittal December 7th.</p> <p>Public Open House for project would be nice. Sometime after 30% and before 90%. We can accommodate a meeting in person. Schedule meeting and details after FIR submittal.</p>
SUE	Karl	<p>Results of storm sewer investigation 11/6 –</p> <ul style="list-style-type: none"> Southwest videoed 73 LF north from concrete box. Confirmed the 12” CMP tees into 48” CMP to the north. Southwest only videoed north, not south. So still cannot confirm. 12” CMP Pipe that runs north/south likely goes over 48” irrigation ditch pipe. <p>48” CMP to north is likely some sort of diversion. Paonia Ditch Company. Cory to look into a contact for the Ditch.</p> <p>Storm water and ditch water likely cannot mix. Likely illegal in it’s current configuration.</p> <p>Does Town want to reach out to Black Hills about relocation of gas line? Or does Town want SGM to handle outreach? Karl to reach out to Black Hills. Currently relocating quite a few lines around town.</p>
Environmental	Andy	<p>Initiated work with Alpine Archeology to perform CDOT required cultural assessment. On their field schedule for November.</p>

**TOWN OF PAONIA - 5th STREET REALIGNMENT
PROGRESS MEETING**



		Beginning CDOT Environmental Checklist. Should be done at the end of November.
Roadway	Michael/ Ashley	Proposed Curb and Gutter for driveways – <ul style="list-style-type: none"> • 3” mountable curb detail for driveway cuts. Have successfully used this detail on other projects. • Drainage calcs show that 3” mountable curb will contain 10-year storm. • Does town want one continuous driveway cut or individual? 5 consecutive driveways. 1 long cut would be easier to construct. Michael to update plans.
Utilities		Water Line Replacement – Fire hydrant (year stamp:1982) at 4th Street functions well. Look into I hydrants if we did want to replace it. Brandyn to check asset management plan. Grand Ave from 3rd – 5th 1990 PVC. Direction from Town – Replace. 8” PVC. Fire hydrant could come off 4th street instead of Grand since we’re replacing 4th Street WL. Replace all valves in intersection. Paonia Breadworks is on well water, not City water.
Drainage	Michael	Preliminary Drainage Report will be submitted at same time as FIR plans. Designed for the 10-year storm per Delta County Code. Basins – Delineated 6 basins to calculate flows. Since there is seemingly no existing storm sewer infrastructure in this area of town there is a large flow conveyed down 4 th street (10 year is 9.8 cfs). Pipe Sizes – 18” min for the lateral systems and 24” max for the main line under Grand Ave. Write a task list for the Town. Most storm drain flows out 3rd Street and down to the west. Cory says half of basin 4 flows to 3rd Street. Have been discussing mapping out storm drainage systems throughout town better.
Geotech	Ground	Preliminary Geotechnical Report sent to SGM 11/3.

**TOWN OF PAONIA - 5th STREET REALIGNMENT
PROGRESS MEETING**



		<p>SGM has a few comments, can send to Town now for review as well.</p> <p>Existing pavement is roughly 5 inches of asphalt on 4-7 inches of road base.</p> <p>Pavement Section Recommendation –</p> <ul style="list-style-type: none"> • 6 inches of asphalt • 9 inches of aggregate base course class 6
Survey/ROW	Wilmore	<p>Need to understand if there is a drainage easement at north outfall west of Grand Ave.</p> <p>Would the City like SGM to contact Wilmore to obtain any additional information? Yes, reach out to Wilmore and reach out to Delta County. Cory to reach out to County and Ditch Company. Ashley to reach out to Wilmore and CDOT.</p> <p>Reach out to CDOT about easements and property ownership.</p>
CDOT		
Other		<p>Right of Entry vs ROW –</p> <ul style="list-style-type: none"> • Discussed internally with survey staff. They seem to be under the impression that if there is some sort of agreement in place then CDOT shouldn't have an issue. • Emailed CDOT. Lisa Gerondale, CDOT's Region 3 ROW manager responded and asked for more information. <p>Can the Town get ahold of the documentation where CDOT conveyed the ROW to Delta County?</p>

Schedule:

Deliverable	Date	To	By / Lead
FIR Plan Submittal	12/7/23	Town / CDOT	SGM
DS&R + FIR Meeting	1/10/24	--	CDOT
Public Open House	Post FIR Meeting – Date TBD		SGM

TOWN OF PAONIA - 5th STREET REALIGNMENT
PROGRESS MEETING



Action Items:

Item #	Description	Date	By / Lead	Status
1.	Cory to coordinate cleaning and/or videoing of existing storm drainage line.	By Nov 7 th Meeting	Cory/Town	<i>Completed 11/6</i>
2.	Ashley to check in with CDOT about right-of-entry vs right-of-way acquisition with County.	ASAP	Ashley/SGM	<i>Emailed CDOT 11/7</i>
3.	Send 3" curb detail and photo to Town to send to Breadworks.	11/10	Michael/SGM	
4.	Reach out to Ditch Company.	ASAP	Cory/Town	
5.	Reach out to CDOT / Wilmore about any existing easements within project area.	ASAP	Ashley & Brandyn/SGM	
6.	Verify waterline replacement area.	ASAP	Michael/SGM	
7.	Reach out to Black Hills about gas line relocation	ASAP	Karl/SGM	

Issues to Resolve/Add:

Item #	Description	Assigned To
1.	How Storm Sewer System connects/outfalls. Completed investigation week of 11/6.	SGM/Town
2.		

Next Meeting is December 5th @ 2:00 PM.

Meeting Date: 12/05/2023 2:00 PM

Notes and attendees from meeting in Blue Text

Invited Attendees:

Brandyn Bair	SGM-PM	<input checked="" type="checkbox"/>	Stefen Wynn	Paonia – Town Admin	<input checked="" type="checkbox"/>
Ashley Cline	SGM-Design PM	<input checked="" type="checkbox"/>	Cory Heiniger	Paonia – Public Works	<input checked="" type="checkbox"/>
Andy Antipas	SGM-Enviro	<input type="checkbox"/>			
Michael Morrison	SGM-Transpo	<input type="checkbox"/>			
Karl Schoenbrunn	SGM-SUE	<input checked="" type="checkbox"/>			

Agenda

Status Report:

Discipline	Staff	Update
PM	Brandyn	<p>Project Schedule – FIR Submittal – December 7th DSR/FIR Meeting – January 10th, 2024</p> <p>On track for FIR submittal December 7th.</p> <p>Town to review 30% Submittal before January 10th Meeting.</p>
SUE	Karl	<p>Meeting with Black Hills Energy 12/4 –</p> <ul style="list-style-type: none"> Met with John Holzmeister. Inspector for the past 11 years, transitioning to planner role. Discussed relocation of gas line along west side of road. There is an existing gas line on the east side of the road that comes from 5th Street. John is going to discuss relocating the western gas line out of the project area and along the east side if the road only. He will get back to us before 12/14. Prefer to keep gas line outside of roadway if possible. Internal planning needed. BHE said they could help with their own potholing for the project. No concerns about project schedule or getting their work done before construction. Prefers 36” of cover over any newly installed gas line. <p>BHE may be doing work under the bridge to the north of the project area. Sleeve for their main ruptured, main was intact.</p>
Environmental	Andy	CDOT Environmental Checklist being reviewed internally. Will be submitted with FIR Plans on 12/7.
Roadway	Michael/ Ashley	No Update.

**TOWN OF PAONIA - 5th STREET REALIGNMENT
PROGRESS MEETING**



		Sheet to show property owner – Breadworks owner.
Utilities		<p>Contacted Ditch Owner on 12/4 – will update the Town with any response SGM receives. Will give him a call if I don't hear from him in the next two weeks. He moved away (according to Cory). Cory has another contact who knows Olen and will follow up again.</p> <p>Water Line Replacement Update? Will need to follow up with Cory.</p> <p>Valve box at 4th Street Intersection – 1 of them is abandoned. SGM to send Cory PDF of existing utilities to map. Cory to show where 2 inch needs to be re-tapped and where the abandoned valve is. Brandyn to show Karl where 8" PVC is.</p> <p>2" pure-core</p>
Drainage	Michael	No Update.
Geotech	Ground	<p>Updated preliminary geotechnical report sent to SGM 12/5 per SGM comments.</p> <p>Pavement Section Recommendation –</p> <ul style="list-style-type: none"> • 6 inches of asphalt • 9 inches of aggregate base course class 6 <p>Subgrade preparation recommendations are as follows -</p> <p>Based on CDOT PDM guidelines, the risk of heave at the site, and the plasticity of the site soils, the pavements should be constructed on at least a 24-inch section of over-excavated and properly moisture-conditioned and compacted soils. Where undocumented fill soils are present, all of the existing fill soils should be removed and replaced. If the Town of Paonia or SGM, Inc. opts to reduce the processed fill section beneath the pavements, additional post-construction movements, accelerated pavement distress, and additional maintenance should be anticipated. We suggest remedial earthwork should be performed to no less than 12 inches in such a case. Similarly, where existing utility lines or other site constraints limit the depth to which remedial earthwork can be accomplished, additional maintenance should be anticipated. In general, increasing the depth of fill beneath the pavement will decrease the risk of post-construction movements.</p>

**TOWN OF PAONIA - 5th STREET REALIGNMENT
PROGRESS MEETING**



		<p>Town runs into a lot of unsuitable materials. Town would like to do it right. Let's assume 24-inch. May be notes regarding 12-inches if 24 is not necessary.</p> <p>Can show difference in price between 12- and 24-inch over-ex.</p>
Survey/ROW	Wilmore	<p>Discussion with Wilmore about easements – Odisea never told them to investigate easements. They have no information.</p> <p>ROW discrepancies with current survey –</p> <ol style="list-style-type: none"> 1. School property goes to CL of 4th Street. Does the Town have an easement for the road through here? Or how has this historically functioned? We need this documentation if there is an easement. If there is not an easement CDOT will require a permanent easement for this portion of work. N/A. Town owns this property as of 12/4, so this is not an issue. 2. Multiple ROW lines on NW side of project that do not make sense. 2 Properties that extend into the road. 3. Missing property lines on south end of the projects. Stefen believes that sidewalk on southwest side of the project does not have any sort of easement associated with it. Would be best to delete connecting segment to avoid any permanent easement needs. Understanding that a PE likely would require ROW Plans from CDOT. <p>We will need TE's on the west side of the street for driveway tie ins. CDOT will also require all property and ROW to be defined within the project ROW. Each of these things will require additional work by the surveyor.</p> <p>Our SOW for this project assumed no property acquisitions or easements would be necessary, and we know that is not the case anymore based on the above information. SGM would recommend that our surveyors investigate existing easements, additional parcels, and put together ROW Plans to submit to CDOT.</p> <p>Send Stefen updated SOW and fee estimate for survey. Randy is affected property owner so could be a conflict of interest. Randy (Wilmore) was willing to send all of their information to SGM.</p> <p>SGM survey department works with CDOT Region 3 regularly and currently is completing 6 separate ROW Plans for various CDOT projects.</p> <p>Any progress with Delta County ROW conveyance documentation? No.</p>

TOWN OF PAONIA - 5th STREET REALIGNMENT
PROGRESS MEETING



		Contacting staff at Delta County – Highway superintendent – Delta County Public Works director .
CDOT		CDOT ROW Manager Lisa Gerondale wants to set up a meeting to discuss the ROW needs of this project this week or next. Would the Town like to be included? Include Cory on that meeting.
Other		

Schedule:

Deliverable	Date	To	By / Lead
FIR Plan Submittal	12/7/23	Town / CDOT	SGM
DS&R + FIR Meeting	1/10/24	--	CDOT
Public Open House	Post FIR Meeting – Date TBD		SGM

Action Items:

Item #	Description	Date	By / Lead	Status
1.	Cory to coordinate cleaning and/or videoing of existing storm drainage line.	By Nov 7 th Meeting	Cory/Town	<i>Completed 11/6</i>
2.	Ashley to check in with CDOT about right-of-entry vs right-of-way acquisition with County.	ASAP	Ashley/SGM	<i>Emailed CDOT 11/7</i>
3.	Send 3” curb detail and photo to Town to send to Breadworks.	11/10	Michael/SGM	<i>Completed 11/8 (Emailed to Cory & Stefen)</i>
4.	Reach out to Ditch Company.	ASAP	Cory/Town	<i>Emailed Olen 12/4</i>
5.	Reach out to CDOT / Wilmore about any existing easements within project area.	ASAP	Ashley & Brandyn/SGM	<i>Completed</i>

**TOWN OF PAONIA - 5th STREET REALIGNMENT
PROGRESS MEETING**



6.	Verify waterline replacement area.	ASAP	Michael/SGM	
7.	Reach out to Black Hills about gas line relocation	ASAP	Karl/SGM	<i>Completed. Met with BHE 12/4</i>
8.	Send Utility PDF to Cory to markup water line needs	12/8	Ashley/SGM	
9.	Reach out to Delta County about ROW	12/8	Ashley & Brandyn / SGM	
10.	Schedule CDOT ROW Meeting	12/6	Ashley/SGM	

Issues to Resolve/Add:

Item #	Description	Assigned To
1.	How Storm Sewer System connects/outfalls. Completed investigation week of 11/6.	SGM/Town
2.		

Next Meeting is January 2nd @ 2:00 PM.

Meeting Date: 01/02/2023 2:00 PM

Notes and attendees from meeting in Blue Text

Invited Attendees:

Brandyn Bair	SGM-PM	<input checked="" type="checkbox"/>	Stefen Wynn	Paonia – Town Admin	<input type="checkbox"/>
Ashley Cline	SGM-Design PM	<input checked="" type="checkbox"/>	Cory Heiniger	Paonia – Public Works	<input checked="" type="checkbox"/>
Andy Antipas	SGM-Enviro	<input type="checkbox"/>			
Michael Morrison	SGM-Transpo	<input type="checkbox"/>			
Karl Schoenbrunn	SGM-SUE	<input checked="" type="checkbox"/>			

Agenda

Status Report:

Discipline	Staff	Update
PM	Brandyn	<p>CDOT DSR & FIR Meeting – January 10th @ 1PM</p> <p>30% Submittal Comments – Looked good, local business owners liked sidewalk and curb design.</p>
SUE	Karl	<p>Received updated waterline exhibit from Cory.</p> <p>Cory provided some more mark ups. Do this now -</p> <ul style="list-style-type: none"> Re-tap 2-inch line to the north and add hydrant. <p>Wait on this -</p> <ul style="list-style-type: none"> Waterline cost would be separate, not sure at this point. Would like to proof the location of the line with potholing if possible before making decision. 8-inch line may not be tapped per current standards.
Environmental	Andy	<p>A few minor updates needed to be made based on the funding type per CDOT’s comments on our submittal.</p> <p>Andy and Alex have made the proper updates, and the documentation has been sent to CDOT.</p>
Roadway	Michael/ Ashley	No Update.
Utilities		<p>Ditch Owner – Olen Lund Update from Cory – Nothing back from Wayne Frazier or Olen about Ditch Company. Ashley to call Olen, Cory to call Wayne.</p> <p>Water Line Replacement – 2-inch line</p>
Drainage	Michael	No Update.

**TOWN OF PAONIA - 5th STREET REALIGNMENT
PROGRESS MEETING**



Geotech	Ground	No Update.
Survey/ROW	Wilmore / SGM	<p>Wilmore sent SGM survey documentation on 12/22.</p> <p>SGM working on scope and fee for Change Order for ROW work. Will get to the Town by 1/9.</p> <p>Called John Allen – North Fork Road and Bridge contact – left a message.</p>
CDOT		<p>Met with CDOT ROW Manager Lisa Gerondale on 12/13 –</p> <ul style="list-style-type: none"> • CDOT has no problem with the Town or the County owning the ROW. If the County owns the ROW there needs to be a clear maintenance agreement between the Town and County. • If the Town did want to acquire the ROW from the County, the County could not accept compensation for it. CDOT would not allow this. • Permission to enter isn't the right tool – an IGA may be the best mechanism for the Town. CDOT would want to make sure there's language that states the County would not be able to remove any of the improvements made by the Town. • CDOT would be happy to meet with the Town and the County to discuss further if necessary. <p>Does Town have similar agreements with the County? Colorado Ave, a split agreement for maintenance. Samuel Wade, technically County. Any sort of agreement needs to be signed by Stefen or Mayor. Look into existing documentation from Town.</p>
Other		

Schedule:

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FIR Plan Submittal	12/7/23	Town / CDOT	SGM
DS&R + FIR Meeting	1/10/24	--	CDOT
Public Open House	Post FIR Meeting – Date TBD		SGM

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5.	Reach out to CDOT / Wilmore about any existing easements within project area.	ASAP	Ashley & Brandyn/SGM	<i>Completed</i>
6.	Verify waterline replacement area.	ASAP	Michael/SGM	<i>Completed 1/2 during meeting.</i>
7.	Reach out to Black Hills about gas line relocation	ASAP	Karl/SGM	<i>Completed. Met with BHE 12/4</i>
8.	Send Utility PDF to Cory to markup water line needs	12/8	Ashley/SGM	<i>Completed. Sent 12/6</i>
9.	Reach out to Delta County about ROW	12/8	Ashley & Brandyn / SGM	<i>Completed. Called 1/2</i>
10.	Schedule CDOT ROW Meeting	12/6	Ashley/SGM	<i>Completed. Met with CDOT 12/13</i>

Issues to Resolve/Add:

Item #	Description	Assigned To
1.	How Storm Sewer System connects/outfalls. Completed investigation week of 11/6.	SGM/Town
2.		

Next Meeting is February 6th @ 2:00 PM.



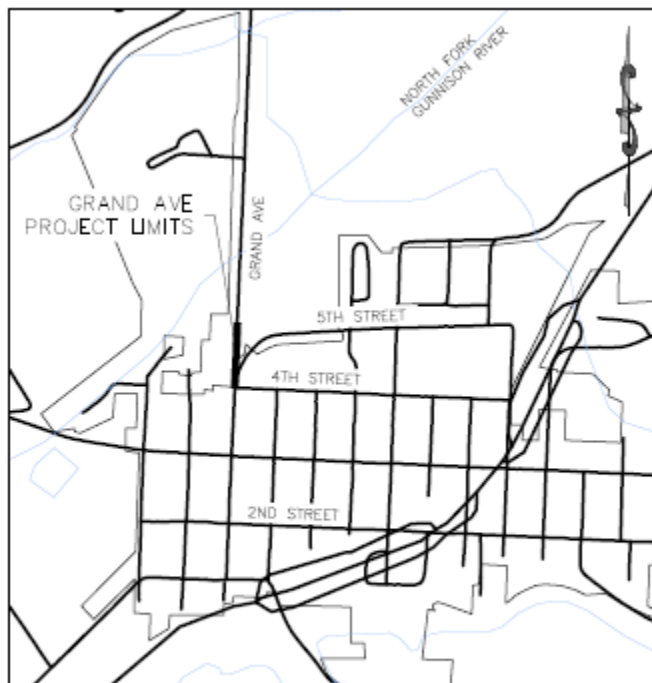
Agenda - Local Agency Project - DSR/FIR Meeting

What: RMS M035-003 / SA# 25364 – RMS/State – Town of Paonia – Safe Pathways for Paonia Project

When: January 10, 2024

Where: Virtual Meeting

Map Location:



PROJECT LOCATION MAP

N.T.S.
Section 6, Township 14 South, Range 91 West, Sixth Meridian

Project Description:

The project will provide improvements to the Grand Ave. & 5th St. intersection. The total project length is approx. 810'.



1) General Discussion

i) Introductions

Michael Konn – CDOT Local Agency Coordinator

Alex Nees – SGM Environmental

Nate Jean – CDOT Montrose Resident Engineer

Andy Antipas – SGM Environmental

Ashley Cline, PE – SGM Lead Roadway Engineer

Brandyn Bair, PE – SGM Project Manager/Town of Paonia Engineer

Brian Bowker – CDOT ROW/Survey

Cory Heiniger – Town of Paonia Public Works Director

Jason Huddle – CDOT Environmental

Jonathan Peak – CDOT Materials

Joseph Carter – CDOT Utilities

Kevin Uptain – CDOT Local Agency Construction Coordinator

Michael Curtis- CDOT Traffic

Michael Morrison – SGM Design Engineer

Stefen Wynn – Town of Paonia Town Administrator

Karl Schoenbrunn – SGM Utility Engineer

ii) B2GNow will be required on Projects being Advertised after Jan. 1, 2022 (as applicable)

iii) RMS grants have a deadline of **Dec. 31, 2024** to encumber construction funds and a hard deadline of **Dec. 31, 2026** for project completion.

(a) The Town to contact Neysa Bermingham in regard to RMS extension of encumbering RMS funding past 12/31/2024.

(b) [Request extension from Neysa ASAP.](#)

iv) CDOT Process – From *HERE* to *ADVERTISEMENT* – Project Development Process 101

(a) Expectations from the Town of Paonia - [Schedule/deliverables etc.](#)
[2025 Construction](#)

v) Construction Only Budget (IGA) – 97.1%/2.9% Overall Split

vi) State Funds (RMS) \$1,010,592.00 (97.1% RMS State Opp1 & Opp2 Grant Funds)

vii) Local Agency Funds: \$30,182.00 (2.9% LA Match Funds)

viii) Total Project Funding: \$1,040,774.00 (100% RMS State Opp1 & Opp2 Grant Funding)

(a) Construction Estimate (FIR 30%) **\$2,524,500 (CM & Mat. Testing included)**

(b) Is this a construction only project or is the Town of Paonia looking to be reimbursed for design? **No design reimbursement, construction only.**



(c) Construction Management (CM): Town of Paonia or Consultant? **Consultant**

(d) How is Materials Testing (QA) Owners responsibility going to be handled? **Update**

- **If the Town is seeking reimbursement for CM & Materials Testing expenses, the Town will have to advertise a project specific qualification-based selection RFQ for CM/Materials Testing services.**

2) Local Agency Project Presentation / Brief Description of the Project:

i) Brief Overview of the project – The Town of Paonia will provide a brief overview of the project.

(a) Project description – **Project will provide improvements to the Grand Ave. & 5th St. intersection.**

Realign 5th street from a Y intersection to a T intersection with Grand Ave. With the addition of C&G, sidewalk, drainage improvements and minor waterline upgrades.

ii) Any items along the project (Materials, Landscaping, Lighting, Structures, Fencing) that would require a FiPi (Finding in Public Interest)? NO, LA to check/confirm.

None specified on project. SGM/Town will let CDOT know if that changes.

iii) Utility Impacts – Any known impacts? Railroad needs to be included in Clearance (if applicable) **Stormwater improvement part of the project.**

iv) ROW Concerns – Project within existing ROW or will TE's/PE's be needed?

(a) Follow Uniform Act

- **Part of the project in Delta County ROW**
- **Part of the project in Delta School District ROW**
- **Town of Paonia to start conversations and progress on the two ROW areas above.**
- **The Town acquired the school district ROW. The school district donated the property. Town may need to fill out a donation form from CDOT.**
- **SGM to send TE exhibits to Jason sooner rather than later.**
- **Delta County ROW – Town working on maintenance agreement with the County to meet the CDOT ROW requirements.**
- **SGM/Town to meet with Delta County week of 1/15 to discuss ROW.**

v) Traffic Concerns –

(a) Traffic impacts – **Partial to full road closures as needed during construction**

(b) Contact/coordination of affected citizens/emergency services/Police/Fire Dept., schools etc.



- vi) Environmental (CDOT can provide Environmental Clearance)
 - (a) LA planning on preparing any Environmental Reports? **NO**
 - (b) Overall Project Disturbance - Over or Under an Acre? – **Under, LA to confirm**
 - Over an Acre or 20% of the project will require a stormwater management plan
 - (c) Any known Hazardous Wastes in the area? **NO**
 - (d) Any Wetland Impacts? **NO**
 - (e) Anticipated Construction between **Spring 2025 - Resolving ROW issues may impact the project schedule.**
 - (f) **The Town doesn't have any other environmental work currently. The Town is working with the Feds about PFAS staying out of water but not within project area.**
 - (g) **The Town doesn't have any additional environmental clearances.**

- vii) Staff Bridge Involvement: Staff Bridge involvement for any retaining wall greater than 4' or work on Bridge (Special Reports will be required) – **NO**

- viii) Any other known Geotechnical, Hydraulic, Drainage Concerns? **Drainage 4th & Grand Ave.**

- ix) ADA Compliance is Required – **Follow PROWAG Requirements**

- x) Any Detour or Lane Closures Expected? **Partial to full road closures as needed during construction.**

- xi) Maintenance – **The Town of Paonia will be responsible for maintaining the project once construction is complete.**

- 3) CDOT Form 1243 – Roles and Responsibility Checklist Discussion (Checklist)
 - i) Required for the IGA - **Completed at kickoff meeting.**

- 4) Project Schedule (Key Dates / **Anticipated**)
 - i) Kickoff Meeting – **Completed August 31, 2022**

 - ii) Design Scoping Review (DSR) Meeting – **Combined with the FIR meeting, see below.**

 - iii) Anticipated FIR (30%) Meeting (4 week review) – **Completed January 10, 2024**

 - iv) Anticipated ROWPR Meeting (If needed) – LA/design consultant to contact and coordinate with the CDOT ROW/Survey units. Contact information in (5) Action Items.



Bob (SGM) to email Lisa/Brian about process.

- v) Anticipated FOR (90%) Meeting (4 week review) – Schedule at end of FIR meeting
 - (a) *Address all comments from FIR*
 - (b) *Could combine ROWPR with FOR meeting if just TE's (descriptions and exhibits)*
 - (c) *FOR documents submitted by TBD*
 - (d) *Coordinate with Town. Follow up email with Mike Konn for FOR date by end of Feb.*

 - vi) Anticipated Final Plans, Specifications, Estimate (PS&E) Package – (Only needed to resolve select specialty unit issues)
 - (a) *Address all comments from FOR*
 - (b) *PS&E documents submitted TBD*

 - vii) Submit final Bid Package – Need forecasted date.
 - (a) *Address any final PS&E Comments*
 - (b) *Final/Bid documents submitted Mid-November*
 - (c) *Meeting Early December*

 - viii) Anticipated Ad Date –
 - (a) *Jan 2025 forecasted AD date.*

 - ix) State needs at least 2 weeks to review prior to Ad (1180 Process)

 - x) Anticipated Construction (Start Date / Timeline) –
 - (a) *Start_April 1 to be completed October 31 (7 months)*

 - xi) Anticipated Construction (Completion) – **UPDATE**
- 5) Action Items / Comments / Questions?
- i) Next Steps – Schedule ROWPR and FOR meetings.
 - (a) **Town to contact & coordinate Pre-Survey and ROWPR meetings with CDOT ROW and Survey specialty units. Contact information below.**

 - (b) **Town will have to advertise a project specific qualification-based selection RFQ for CM/Materials Testing services.**

 - (c) **Town to contact Neysa Bermingham in regard to extension of encumbering RMS funding past 12/31/2024.**



(d) Review Comments (SGM)

- Update Utility General Notes on page 3 (CDOT to send over).
- Note 7 – Do no specific testing method. Either reference Geotech or delete note entirely and have in specs only.
- Add notes on survey monuments and protecting in place (CDOT to send over).
- Page 6 – CDOT inquired about 13-foot lane width. Town specified reasoning and would prefer to keep 13-feet.
- Page 6 - add compaction reference.
- Page 6 - Concern about roadway section being too thick. CDOT typically does 6" CL6 on 8" CL1 or CL3 when unsuitable materials exist.
- Page 17 - Inlet 300R2 conflicts with gas line.
- Page 17 - Storm sewer conflicts with irrigation ditch.
- Page 22 - Inlet 750L1 may conflict with power pole.
- Include Conflict Matrix.

Minutes Prepared by: SGM

Minutes Distributed on: 01/11/24

NOTE TO RECIPIENTS:

These meeting notes record SGM understanding of the meeting and intended actions arising therefrom. Your agreement that the notes form a true record of the discussion will be assumed unless adverse comments are received in writing within five days of receipt.



Local Agency Project Review Process

This process can take up to two years to complete.

- Unanticipated Local Agency Costs
 - Wetland Delineation, Permitting and Mitigation
 - Threatened and Endangered Species
 - Construction Management (~10% to 15% of total construction cost)
 - RFP required if using Federal Funding
 - Quality Assurance

- Project Set-up
 - From Local Agency
 - Engineer's Estimate for each phase of the project
 - Please provide a revised estimate
 - Project Schedule
 - Estimates on design and construction
 - Project Scope of Work – (1 page maximum) -
 - Resolution signed by elected official -
 - IGA -

 - From CDOT
 - Initiate Project in SAP
 - Form 463 – (Preliminary)
 - Form 1243 – **Discuss at KO Meeting**
 - Davis Bacon Determination Request – N/A
 - Policy 23 Waiver – **Needed if.....**

- FIR Plan Review – (30% Plans)
 - *CDOT Project Development Manual – Section 2.17*
 - Environmental Project Description Form (CDOT)
 - Initiates Environmental Review Process
 - Local Agency to submit electronic copy of:
 - FIR Plans, Specifications and Engineer's estimate (PS&E package)
 - Structure Selection Report
 - Hydraulic Report
 - Geotechnical Report
 - Plans submitted to CDOT project team for review
 - Minimum 4 weeks for review, comments compiled, and schedule FIR Plan meeting with Local Agency



- Specialty Unit Clearance Process
 - Up to 12 weeks for Environmental Unit
 - Up to 6 months for Utility Unit
 - Up to 12 months for ROW Unit
 - Clearance Process begins with receipt of FIR package

- FOR Plan Review – (90% Plans)
 - *CDOT Project Development Manual – Section 2.28*
 - Local Agency to submit electronic copy of FOR Plans, Specifications and Engineer’s Estimate (PS&E) to LAPM.
 - Plans submitted to CDOT project team for review
 - Minimum 4 weeks for review, comments compiled, and schedule FOR Plan meeting with Local Agency

- Advertisement – (8 to 12 weeks from initiation to award)
 - Final Engineer’s Estimate (from Local Agency)
 - ~~Disadvantaged Business Goal (DBE) and On the Job Training (OJT) Goal established~~
 - Executed Inter-Governmental Agreement (IGA)
 - Clearances / Permits obtained
 - Plans and Specifications 100% Complete
 - Form 1180
 - Authorization Approved for Funding
 - CDOT Encumbers Funds
 - Advertisement Cheat Sheet from LAPM
 - Local Agency must wait for Notice to Proceed before project can be awarded to contractor



Reference Material

- CDOT Project Development Manual
 - https://www.codot.gov/business/designsupport/bulletins_manuals/project-development-manual
- Local Agency Manual
 - https://www.codot.gov/business/designsupport/bulletins_manuals/2006-local-agency-manual
- Policy Memo #23 Waivers
 - Is your design consultant doing Construction Management?
 - Found on the CDOT website:
 - <https://www.codot.gov/business/designsupport/policy-memos/pm23/view>
- Findings in the Public Interest (FIPI) Process
 - Local resources, materials or labor on project?
- Buy America requirement
 - https://www.codot.gov/business/designsupport/bulletins_manuals/local-agency-bulletins
- Construction Timeframe Restrictions due to Environmental Regulations
 - Confirm with the CDOT Region 3 Environmental Manager
- CDOT Specifications and Standards are required
 - Project Specials require Special Review
- ~~Disadvantaged Business Enterprise (DBE) / On Job Training (OJT)~~
 - ~~<https://www.codot.gov/business/civilrights/dbe>~~
- Request for Qualifications
 - Only Qualification based
 - Cost is not to be considered in RFQ process

CDOT Region 3 Contact List

CDOT Region 3 – Program Engineering West - Resident Engineer

Nate Jean, P.E.

Montrose Residency

970-210-9578 (cell)

nathan.jean@state.co.us



CDOT Region 3 – Local Agency Program Manager (LAPM)

Mike Konn
LAPM
970-549-6608 (cell)
michael.konn@state.co.us

CDOT Region 3 – Environmental Unit

Jason Huddle
LAPM – Environmental Lead
970-986-9251 (cell)
jason.huddle@state.co.us

CDOT Region 3 – ROW Unit

Lisa Gerondale
Property, Appraisal & Local Agency Manager
970-683-6224 (office)
lisa.gerondale@state.co.us

Brian Bowker, PLS
Professional Land Surveyor II
970-683-6240
brian.bowker@state.co.us

CDOT Region 3 – Utility Unit

Joe Carter, RLA
Region 3 Utility Engineer
970-683-6209 (office)
Joseph.Carter@state.co.us

CDOT Region 3 – Traffic Unit

Brian Killian
Permit Unit Manager
970-683-6284 (office)
brian.killian@state.co.us

CDOT Region 3 – Construction Coordinator

Kevin Uptain
Montrose Residency
970-749-1603 (office)
kevin.uptain@state.co.us



Meeting Date: 01/18/2024 11:00 AM

Notes and attendees from meeting in Blue Text

Invited Attendees:

Brandyn Bair	SGM-PM	<input checked="" type="checkbox"/>	Stefen Wynn	Paonia – Town Admin	<input checked="" type="checkbox"/>
Ashley Cline	SGM-Design PM	<input checked="" type="checkbox"/>	Cory Heiniger	Paonia – Public Works	<input checked="" type="checkbox"/>
			John Allen	Delta County	<input checked="" type="checkbox"/>
			Scott Scheetz	Delta County	<input checked="" type="checkbox"/>
			Tim McCracken	Delta County	<input checked="" type="checkbox"/>
			Wendell Koontz	Delta County	<input checked="" type="checkbox"/>
				Commissioner	

Agenda

Topic	Discussion
Project Background	<p>Town of Paonia received grant funding from CDOT’s Revitalizing Main Streets Program for this project.</p> <p>Grant ~\$1.0M Town Match - \$30K</p> <p>Project description –</p> <p>Realign 5th street from a Y intersection to a T intersection with Grand Ave. With the addition of C&G, sidewalk, drainage improvements and minor waterline upgrades. Total Project length is approximately 810-feet.</p> <p>30% Plans have been submitted to the Town and CDOT.</p> <p>Construction is expected to begin in the spring of 2025.</p>
CDOT	<p>SGM met with CDOT Region 3 Right-of-Way Manager Lisa Gerondale and Brian Bowker on 12/05.</p> <p>CDOT would like to see a formal agreement in place.</p> <p>CDOT is okay with either Delta County continuing to own the right-of-way or Delta County giving it to the Town of Paonia. Delta County cannot SELL the right-of-way to the Town. CDOT would not allow it.</p> <p>CDOT does not have a preference as to whether the Town or the County owns the land.</p>

TOWN OF PAONIA - 5th STREET REALIGNMENT
TOWN / COUNTY MEETING



	<p>CDOT suggested an IGA (Intergovernmental Agreement) could be the best mechanism. They also mentioned that a Common Use Agreement could work but might also require an easement.</p> <p>CDOT would be happy to meet with the Town and County to discuss options as well.</p>
Town / County Ownership & Maintenance Agreement	<p>Tim McCracken to draft maintenance agreement and send to Town/SGM in the next month.</p> <p>If it would be helpful for Stefen to present to the County, he would be happy to do so. County doesn't think it's necessary to present to the full board. Necessary people in the room today.</p> <p>Involvement from the County – Work done by general contractor. Since CDOT funding, will likely be limited County involvement in Construction.</p> <p>Will make sure to meet all Delta County Standards.</p>
Other	<p>SGM to send County 30% Plans and Geotech Report.</p>